



**King County**  
**ADMINISTRATOR I**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**Finance and Business Operations Division**  
**Annual Salary Range \$20.4816 - \$25.9617**  
**Job Announcement: 03LW3625**  
**OPEN: 8/4/03 CLOSE: 8/15/03**

**WHO MAY APPLY:** There are four term-limited positions open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Teresa Sobol, 821 Second Ave, Seattle, WA 98104, Fax 206-684-2186.** Email applications are encouraged at [teresa.sobol@metrokc.gov](mailto:teresa.sobol@metrokc.gov) (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications** not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at one <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

**WORK LOCATION:** 7<sup>TH</sup> Floor, 821 Second Avenue Seattle, WA 98104

**WORK SCHEDULE:** This position is non-exempt from the provisions of the Fair Labor Standards Act, and is therefore overtime eligible. The workweek is normally Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:** Participate in the development and support of a specific project; assist in the identification and analysis of financial/payroll/HR information, including identifying discrepancies; assist in data collection and analysis for a specific project; work with appropriate personnel to identify and resolve discrepancies in data analyzed; prepare summary reports of analysis; assist in the development and/or revisions to administrative systems within the specific work unit; help develop monitoring and tracking systems to support work activities; administer monitoring and tracking systems.

**QUALIFICATIONS:** Basic knowledge of information-gathering techniques and research principles for a specific project; basic knowledge of financial/payroll principles and practices; analytical skills; (data) interpretive skills; organizational skills; oral and written communication skills; interpersonal skills; mathematical calculation skills; skills in the use of personal computers and work-related software; payroll experience; knowledge of and experience with Excel and Word; knowledge of and/or experience with Peoplesoft HRMS and/or GEAC (MSA) HRM highly desirable.

**CLASS CODE: 2810100**